

RYE TOWN COUNCIL

STATEMENTS OF ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2009

*Assisting Accountants
Gibbons Mannington
Chartered Accountants
6 Lion Street
Rye
TN31 7LB*

Rye Town Council

Statements of Accounts

For the Year Ended 31 March 2009

Page No(s).

| | |
|--------|--------------------------------|
| 1 | Council Information |
| 2 | Income and Expenditure Account |
| 3 | Balance Sheet |
| 4 - 10 | Notes to the Accounts |

Rye Town Council

Council Information

As at 31 March 2009

The Right Worshipful the Mayor of Rye

Sam Souster

Other Councillors

Granville Bantick

John Breeds (Deputy Mayor)

Jonathan Breeds

Brian Elliott

Bernardine Fiddimore

Lorna Hall

Sonia Holmes

Jo Kirkham

Paul Osborne

Frank Palmer

Ian Potter

Shaun Rogers

David Russell

Mary Smith

David Wright

Clerk to the Council

Richard Farhall

Auditors

Mazars Neville Russell
Regency House
3 Grosvenor Square
Southampton
SO15 2BE

Rye Town Council

Income & Expenditure Account

For the Year Ended 31 March 2009

| | Notes | 2009 £ | 2008 £ |
|---|-------|----------------------|-----------------------|
| INCOME | | | |
| Precept on District Council | | 79,670 | 75,876 |
| Interest and Investment Income | 2 | 6,619 | 8,242 |
| Town Hall Cottage | | 7,975 | 7,500 |
| Town Hall | | 18,704 | 9,551 |
| Town Field | | 500 | 500 |
| Establishment/General Administration | | 181 | 29 |
| Heritage Centre | | 13,379 | 5,000 |
| Rye Town Services | | 9,969 | - |
| Grants | 3 | 15,639 | 10 |
| Mayors Allowance Receipts | | 1,988 | - |
| Skatepark Donations | | 691 | - |
| Ryennium and Millennium Medals | | 60 | 25 |
| Golden Jubilee Grants and Mugs | | - | 3 |
| | | <u>155,375</u> | <u>106,736</u> |
| EXPENDITURE | | | |
| Establishment/General Administration | 7, 8 | 101,996 | 78,790 |
| Election Expenses | | 3,152 | 3,133 |
| Capital Expenditure | 11 | 10,050 | 10,227 |
| Operational Expenditure: | | | |
| Town Field | | - | - |
| Town Hall Cottage | | 1,588 | 2,288 |
| Town Hall | | 4,144 | 926 |
| Heritage Centre & TIC Running Costs | | 33,582 | 4,255 |
| Rye Town Services write off | | 20,048 | - |
| Grants | 4 | 14,684 | 2,500 |
| Ryennium and Millennium Medals | | 3,134 | 43 |
| Heritage Centre Rent Waived | | - | 4,000 |
| Play expenses | | - | - |
| | | <u>192,378</u> | <u>106,162</u> |
| General Fund at 1 April 2008 | | 109,568 | 106,245 |
| Add: Total Income | | <u>155,375</u> | <u>106,736</u> |
| | | 264,943 | 212,981 |
| Deduct: Total Expenditure | | <u>192,378</u> | <u>106,162</u> |
| | | 72,565 | 106,819 |
| Transfers from / (to) Other Reserves | | - 5,204 | 2,749 |
| General Reserve Balance as at 31 March 2009 | | <u><u>67,361</u></u> | <u><u>109,568</u></u> |

The notes on Pages 4 to 10 form part of these accounts.

Rye Town Council

Balance Sheet

As At 31 March 2009

| | Notes | 2009 £ | 2009 £ | 2008 £ | 2008 £ |
|--------------------------------|-------|----------------|----------------|----------------|----------------|
| Current Assets | | | | | |
| Stock | 12 | 16,959 | | 6,380 | |
| Debtors and Prepayments | 13 | 4,832 | | 30,140 | |
| Cash at Bank and In Hand | | <u>123,426</u> | | <u>142,233</u> | |
| | | 145,217 | | 178,753 | |
| Current Liabilities | | | | | |
| Creditors and Accrued Expenses | 14 | 7,571 | | 4,104 | |
| Net Current Assets | | | <u>137,646</u> | | <u>174,649</u> |
| Capital and Reserves | | | | | |
| Earmarked Reserves | 15 | | 70,285 | | 65,081 |
| General Reserve | | | <u>67,361</u> | | <u>109,568</u> |
| | | | <u>137,646</u> | | <u>174,649</u> |

The statements of accounts represent fairly the financial position of the Council as at 31 March 2009 and reflect its Income and Expenditure for the year.

These accounts have been approved by the Council


Cllr S. H. Souster
The Right Worshipful the Mayor of Rye

Date: 22.6.09


Mr R. A. S. Farhall
Responsible Financial Officer

Date: 22.6.09

Rye Town Council
Notes to the Accounts
For The Year Ended 31 March 2009

1 Principal Accounting Policies

Accounting Convention

The accounts have been prepared in accordance with the Accounts and Audit Regulations 2003, as amended by the Accounts and Audit Regulations 2006, and with guidance from Governance and Accountability in Local Councils in England and Wales: A Practitioners Guide.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. The year end values are stated on the following basis:

Land, operational properties and other operational assets are reported in the notes to the accounts at current insurance values as approximating to the lower of current replacement cost and net realisable value.

During the year the following valuations were amended:

Freehold Land and Buildings increased by £10,050
Vehicles and Equipment decreased by £10,258
Infrastructure Assets decreased by £50
Community Assets decreased by £1,000

Debtors and Creditors

The revenue accounts of the Council are maintained on an accruals basis in accordance with the guide. That is that sums due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of insurance premiums and regular quarterly accounts (e.g. telephone, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the Council's annual budget.

Stocks and Work In Progress

Stocks of 'Ryennium', the Millennium Medal and the Golden Jubilee Mug held at the Town Hall are valued at cost. All other stocks have been treated as consumed because their value was not material. Stock held at the Heritage Centre is at the lower of cost or net realisable value.

Leases

The Council has no commitments under finance leases. Rentals payable under operating leases are charged to revenue on an accruals basis.

Rye Town Council
Notes to the Accounts
For The Year Ended 31 March 2009

1 Principal Accounting Policies Continued

Reserves

The Council maintains certain reserves to meet general and specific future expenditure. The purpose of the Council's reserves is explained in Note 15.

Interest Income

All interest receipts are credited initially to general funds.

Pensions

The pension costs that are charged to the Council's accounts in respect of its employees are equal to the contributions paid to the funded pension scheme for these employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The last actuarial valuation was undertaken as at 31 March 2007 and the change in contribution rates as a result of that valuation took effect from 1 April 2008 with annual adjustments thereafter.

Rye Town Council
Notes to the Accounts
For The Year Ended 31 March 2009

| 2 Interest and Investment Income | 2009 | 2008 |
|---|--------------|--------------|
| | £ | £ |
| Interest Income - General Funds | 6,619 | 8,242 |
| | <u>6,619</u> | <u>8,242</u> |

| 3 Grant Income | 2009 | 2008 |
|---|---------------|-------------|
| | £ | £ |
| Heritage Centre Grant | 13,639 | - |
| Other Grants - Rye Action Plan | 2,000 | - |
| Rother District Council - Display of Election Posters | - | 10 |
| | <u>15,639</u> | <u>10</u> |

| 4 Grant Expenditure | 2009 | 2008 |
|--|---------------|--------------|
| | £ | £ |
| Rye In Bloom | 250 | 250 |
| Christmas Lighting | 1,250 | 1,000 |
| Sussex County Playing Fields Association | - | 200 |
| Cinque Ports Confederation | - | 300 |
| Rye Community Centre - Safety Barrier | 1,500 | - |
| Rye Maritime Festival | 250 | 250 |
| East Sussex Air Ambulance | 500 | - |
| Landgate Illuminations | - | 500 |
| Rye Partnership Marketing | 5,000 | - |
| Rye LAT Secretarial Services | 60 | - |
| A Taste of Rye | 200 | - |
| Arts Festival 2008 | 250 | - |
| 50% Purchase of Mary I Document | 424 | - |
| Rye Fisheries Refurbishment | 5,000 | - |
| | <u>14,684</u> | <u>2,500</u> |

5 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

Rye Town Council
Notes to the Accounts
For The Year Ended 31 March 2009

6 Tenancies

During the year the following tenancies were held:

Council as landlord

| Tenant | Property | Rent p.a. £ | Repairing/ Non Repairing |
|---------------------------------|-----------------------------|------------------------|-------------------------------------|
| A Clarke and K Clarke | Town Hall Cottage | 8,100 | Non Repairing |
| Rye Rugby Football Club Limited | South Side of New Road, Rye | 500 | Repairing |

Council as tenant

| Landlord | Property | Rent p.a. £ | Repairing/ Non Repairing |
|-------------------------|-----------------------------------|------------------------|-------------------------------------|
| Rother District Council | Cricket Salts (Rye Skate Park) | 20 | Non Repairing |

7 Publicity

Section 5 of the Local Government Act 1986 requires the Council to disclose expenditure on publicity. Details are shown under the following broad categories:

| | 2009 £ | 2008 £ |
|---------------------------|-------------------|-------------------|
| Town Council Publicity | 3,851 | 3,116 |
| Heritage Centre Publicity | 75 | - |
| | <u>3,926</u> | <u>3,116</u> |

8 S.137 Expenditure

| | 2009 £ | 2008 £ |
|---|-------------------|-------------------|
| The total amount available for this purpose was | <u>19,572</u> | <u>18,409</u> |

£ 8,978 of such expenditure was incurred during the year.

Rye Town Council
Notes to the Accounts
For The Year Ended 31 March 2009

9 Pensions

For the year of account the Council's contributions equal 18% of the employees' pensionable pay.

These contributions will need to increase to 18.3% in 2009/2010 so as to provide adequately for known liabilities.

Approved by: Hymans Robertson
 (Actuaries to the Pensions Fund)

| 10 Fixed Assets | 2009 | 2008 |
|--|-------------------------|-------------------------|
| | £ | £ |
| | Value | Value |
| As at 31 March 2009 the following assets were held: | | |
| <u>Freehold Land and Buildings</u> | | |
| Town Hall | 350,000 | 350,000 |
| Cottage | 190,000 | 190,000 |
| Heritage Centre | 190,000 | 190,000 |
| Skate Park | 39,050 | 29,000 |
| | <u>769,050</u> | <u>759,000</u> |
| <u>Vehicles and Equipment</u> | | |
| Office Furniture | 495 | 455 |
| Other Furniture | 24,095 | 24,095 |
| Equipment - Office and Other | 11,649 | 1,571 |
| Sundry | 23,502 | 23,362 |
| | <u>59,741</u> | <u>49,483</u> |
| <u>Infrastructure Assets</u> | | |
| Street Furniture | 8,150 | 8,200 |
| | <u>8,150</u> | <u>8,200</u> |
| <u>Community Assets</u> | | |
| Playing Field (979 year lease) - Subject to a sub tenancy of 25 years to Rye Rugby Football Club Limited in 2005 | 11,000 | 11,000 |
| Town Model | 40,000 | 40,000 |
| Other Community Assets | 360,780 | 361,780 |
| | <u>411,780</u> | <u>412,780</u> |
| | <u>1,248,721</u> | <u>1,229,463</u> |

The basis of valuation of the above assets is set out in the Accounting Policies (Note 1)

Rye Town Council
Notes to the Accounts
For The Year Ended 31 March 2009

| 11 Fixed Assets - Additions and Disposals | 2009 | 2008 |
|---|---------------|---------------|
| | £ | £ |
| | Cost | Cost |
| During the year the following assets were purchased | | |
| Operational Land and Buildings | 10,050 | 10,000 |
| Vehicles and Equipment | - | 227 |
| Infrastructure Assets | - | - |
| Community Assets | - | - |
| | <u>10,050</u> | <u>10,227</u> |
| | | |
| 12 Stocks | 2009 | 2008 |
| | £ | £ |
| Heritage Centre | 13,713 | - |
| Town Hall | 3,246 | 6,380 |
| | <u>16,959</u> | <u>6,380</u> |
| | | |
| 13 Debtors | 2009 | 2008 |
| | £ | £ |
| Trade Debtors | 4,832 | 5,840 |
| Stock Loan (Heritage Centre) | - | 21,623 |
| VAT Recoverable | - | 2,677 |
| | <u>4,832</u> | <u>30,140</u> |
| | | |
| 14 Creditors and Accrued Expenses | 2009 | 2008 |
| | £ | £ |
| Trade Creditors | 2,834 | 1,790 |
| RTS PAYE Creditor | 2,304 | - |
| Accruals | 849 | 824 |
| Rental Deposits | 865 | 865 |
| VAT Payable | 719 | - |
| Deferred income | - | 625 |
| | <u>7,571</u> | <u>4,104</u> |

Rye Town Council
Notes to the Accounts
For The Year Ended 31 March 2009

15 Earmarked Reserves

| | Balance at 1/4/2008 £ | Contribution to reserve £ | Contribution from reserve £ | Balance at 31/3/2009 £ |
|---------------------------------|--------------------------------------|--|--|---------------------------------------|
| Asset Renewal Reserves | 56,266 | 5,459 | (5,632) | 56,093 |
| Other Earmarked Reserves | 8,815 | 6,785 | (1,408) | 14,192 |
| Total Earmarked Reserves | <u><u>65,081</u></u> | <u><u>12,244</u></u> | <u><u>(7,040)</u></u> | <u><u>70,285</u></u> |

The Asset Renewal Reserves are maintained to fund the maintenance of certain assets and the periodic replacement of certain equipment. They are credited normally with amounts equivalent to the notional depreciation charges on such assets.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the Council.

The Earmarked Reserves at 31 March 2009 are set out in Appendix A.

16 Management Agreement

Rye Town Council entered into a 5 year management agreement with Rye Town Services with effect from 1 April 2006 for them to manage the Heritage Centre and tourist office. The Council remains responsible for the upkeep of the fabric of the building premises and thus the replacement reserves have been continued at the year end. The Council has also loaned Rye Town Services the use of the stock held at the year end on condition that stock of equal value is returned to them at the end of the management agreement.

This agreement came to an end prematurely on 31 October 2008. Rye Town Council resumed responsibility for the Heritage Centre pending the outcome of negotiations on the fate of the Tourist Information Centre contract. Rye Town Council estimate that the total funds that should have been paid to it by Rye Town Services amounts to £20,048 at the year end but sees no prospect of recovering those funds. No carry forward amount is included in the accounts and all costs to reflect those incurred under the agreement and deemed irrecoverable have been written off to expenditure this year.

17 Contingent Liabilities

The Council is not aware of any contingent liabilities at the date of these accounts.

Rye Town Council
Notes to the Accounts
For The Year Ended 31 March 2009

Earmarked Reserves

Appendix A

| | Balance at 01/04/2008 | Provided | Used | Balance at 31/03/2009 |
|----------------------------------|----------------------------------|-----------------|--------------|----------------------------------|
| | £ | £ | £ | £ |
| Asset Renewal Reserves | | | | |
| Capital Fund Heritage Centre | 2,711 | 2,000 | - | 4,711 |
| Capital Fund Town Model | 20,000 | - | - | 20,000 |
| Heritage Centre Computer Renewal | 1,000 | - | - | 1,000 |
| Capital Town Hall Fund | 20,559 | - | 2,044 | 18,515 |
| Capital Fund Cottage | 9,828 | - | 838 | 8,990 |
| Town Hall Computer Fund | 460 | 300 | - | 760 |
| Robes and Regalia | 963 | 359 | - | 1,322 |
| Black and Gold Finger Posts | 745 | 50 | - | 795 |
| Skate Park | - | 2,750 | 2,750 | - |
| | <u>56,266</u> | <u>5,459</u> | <u>5,632</u> | <u>56,093</u> |
| Other Earmarked Reserves | | | | |
| Computer Software and Training | 1,137 | - | 21 | 1,116 |
| Landgate Illuminations | - | - | - | - |
| Rye TIC Contract Bid | - | - | - | - |
| Asset Valuations | 870 | - | - | 870 |
| New Lord Warden Installation | - | - | 1,387 | 1,387 |
| New Scout Hut | 3,000 | - | - | 3,000 |
| Skateboard Park | - | - | - | - |
| Detached Youth Work | 1,500 | - | - | 1,500 |
| Elections | 1,387 | - | - | 1,387 |
| Alarm Upgrade | 921 | - | - | 921 |
| Local Action Plan(PRGP 9.6.08) | - | 5,955 | - | 5,955 |
| Devolved services negotiation | - | 500 | - | 500 |
| Training | - | 330 | - | 330 |
| | <u>8,815</u> | <u>6,785</u> | <u>1,408</u> | <u>14,192</u> |
| Total Earmarked Reserves | <u>65,081</u> | <u>12,244</u> | <u>7,040</u> | <u>70,285</u> |